

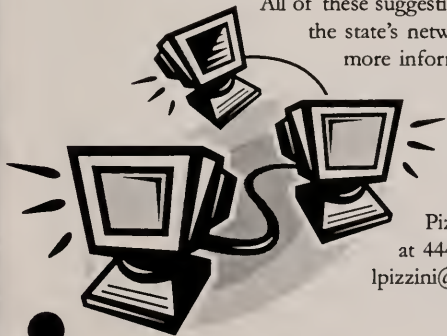
Physical Network Security - File Servers

Are your file servers physically protected? One of the easiest ways to break into a file server is through physical access. Information security surveys continue to reveal that insider threat, due to disgruntled employees or dishonest employees, is the number one risk to the security of computing resources. A good physical security program is an agency's first line of defense in protecting their file servers.

State policy indicates that only personnel authorized to operate a file server will have access to the physical area where the file server resides. Keys and/or other security devices must be used to secure the physical area and a list of all authorized personnel maintained. Physical and administrative access to the state network must be controlled to prevent the intentional or unintentional modification, destruction, disclosure, or misuse of data and information resources.

Other threats to physical security are natural disasters. State policy indicates that file servers and other network equipment should be kept in a no-traffic locked room. The room should withstand hazards such as fire, flooding and natural disasters. The room's heating, ventilation and air conditioning (HVAC) systems should be reliable. Rooms containing file servers should be kept at reasonable temperatures (60-75°F) and humidity levels kept at 20-70%. Electrical power should be reliable and all critical electronic devices should be powered through Uninterruptible Power Supplies (UPS) correctly sized for running the devices long enough for automated or manual shutdown of the device. To protect from fire, smoke detectors should be installed near computer equipment. Fire extinguishers should be kept near equipment and employees should be trained in their proper use.

All of these suggestions will make your file servers and the state's network more secure and reliable. For more information regarding physical network security for file servers, reference the Network and File Server Security policy on the ISD website at www.state.mt.us/isd/policies/policies.htm or contact Lynne Pizzini, ISD Network Security Officer, at 444-4510, ZIP!/Outlook or e-mail at lpizzini@state.mt.us.



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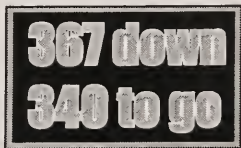
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Year 2000 State Ahead of Schedule

ISD reported to the Information Technology Managers Council (ITMC) that state agencies are about one month ahead of schedule in preparing more than 700 computer systems for the next century. As of December 1, 1998, 367 systems were listed as Year 2000 compliant, 34 more than projected. While the numbers are encouraging, it is premature to start celebrating. Although we are now more than halfway towards complete Y2K compliance, there are still more than 340 systems which must be repaired (or replaced) in the next 6-8 months. A lot of work remains.

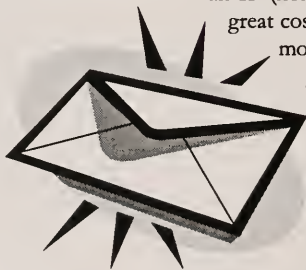


For more information on the Year 2000 problem, contact G. Scott Lockwood of the Policy, Development & Customer Relations Bureau at 444-2655, ZIP!/Outlook or e-mail at slockwood@state.mt.us, or visit the website at <http://www.state.mt.us/isd/Year2000>.

Enterprise E-mail Conversion

About 40% of the state's e-mail users are now using the new standard, Microsoft Outlook 98 running on Exchange servers. The agencies currently deployed are:

- Administration
- Agriculture
- Consumer Counsel
- Governor's Office
- Military Affairs
- Office of Public Instruction
- Public Service Commission
- Revenue (statewide!)
- Secretary of State's Office
- Labor & Industry
(including statewide Job Service offices)
- State Fund (about half)
- Transportation



For more information on the project, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook or e-mail at wwheeler@state.mt.us.

Network Operating System Strategy

The following strategy for Network Operating Systems was endorsed by ITMC at its December meeting.

Background

The State of Montana has a strong commitment to a central "enterprise" Network Operating System for file and print services. The current supported state standard is NetWare v4.11. NetWare has been the standard for the State of Montana since 1990 and NetWare 4.x with Novell Directory Services (NDS) has been the standard since 1994. Several issues were taken into consideration when contemplating the move to NetWare 4.x. This would cause a major shift in the way network administration was performed from a "server centric" approach to an "enterprise centric" approach due to the use of directory services. The state also made the determination that it was in our best interest to use a single NDS "tree" for the state. The state has realized great cost savings over the years as a result of this decision.

NetWare 5 Migration

In September of 1998, Novell released NetWare v5.0 to general distribution. This version of the operating system has many features that will benefit the state. One of the most important is the fact that NetWare 5 can use either an IPX (NetWare specific) transport protocol or an IP (non-proprietary) transport protocol. There are great cost savings to be realized by the state with the move to a single protocol network. It is the state's goal to move to a single protocol of IP.

The state currently has approximately 250 NetWare 4.x servers in the State of Montana tree. It will be a very large undertaking to get all of these servers upgraded to NetWare 5.x. Due to the fact that the legislature will be in session this year and no network changes are made during session, the start of the migration to NetWare 5.x will not begin until May 1, 1999. It will be our goal to have the migration to NetWare 5.x wrapped up in the September-October time frame to assure that we are prepared for the Year 2000 time change.

This will be a very large, resource-consuming project and will require the cooperative effort of not only ISD staff but IT LAN staff from the agencies as well. It is important that the agencies start planning for this effort. Due to the substantial changes being made, it will be necessary to have IT staff on site for each of these server upgrades. ISD's Network Operating Systems group is currently testing NetWare 5.x and starting to plan the detailed process that will be used to accomplish the upgrade.

Long Range Plans for Network Operating Systems

Longer range planning for file and print operating systems for the enterprise network need to be taken into consideration as well with one of the main issues being the use of NT v5.x and its associated Active Directory Services. We have been watching the trends within the industry as well as Microsoft's performance on the release of NT v5.x. These are conclusions from Gartner Group research (*The Key Elements and Decisions Factors in Successful NOS Selection and Migration, NT vs. NetWare, and NOS Migrations Can Be Cost Justified - With Help*):

- Enterprises with large Novell Directory Services deployments and substantial investments in Novell's services and NetWare skills will generally find that switching NOSs will be extremely expensive. The enterprises may lose functionality if they move to a less-developed directory service such as Microsoft's NT domain services (NTDS).
- Enterprises using NT for application servers and another NOS may find it makes more sense to keep *both* platforms and possibly use tools to synchronize directories between the two platforms.
- Enterprises that have made the move to NetWare 4 will rarely have a business case for a switch to NT Server (NTS). If an enterprise's longer-term goal is to migrate to NTS, GartnerGroup recommends waiting until at least early 2001 for NTS 5.0 to mature, which will close the features/functions gap with NetWare 4.
- NT Server v.5 will not be available in a reasonably stable, feature-complete release until at least 1H2000, and it will not be suitable for production deployment until at least early 2001.
- For 90 percent of all enterprises, the "holy grail" of a single enterprise directory will not be achievable through year-end 2002.

Recommendations

Based on the information we have gathered, ISD recommends the following long-term direction for Network Operating Systems for file and print sharing. The dates listed are subject to change and dependent on actual release of NT 5. These recommendations are adopted by the Information Technology Managers Council (ITMC).

- Continue supporting NetWare v4.x and 5.x and the State's NDS tree to maximize the ROI through the year 2003. This does not imply NetWare will be abandoned after the year 2003.
- Begin evaluating NT v5.x and ADS in 2000.
- Use NetWare v5.x with NDS and NT v5.x with ADS simultaneously starting in 2001 (both environments will exist because of e-mail and other applications).
- Complete a planning process prior to the start of the next budget cycle (i.e. by December 1999) which addresses the financial and human resource issues for ISD and agencies, specifically addressing NT v5.x and ADS coinciding with NDS.
- ISD will continue to support the NetWare 3.x environment until December 31, 1999.

Calendar of Events

January

- 6 Information Technology Managers Council (ITMC), 8:30-10:30 am
Rm 111, Metcalf Bldg.
- 28 9-1-1 Advisory Council, 9 am-12 pm,
Rm 160, Mitchell Bldg.

February

- 3 Information Technology Managers Council (ITMC) 8:30-11 am,
Dept. of Transportation
- 24 Information Technology Advisory Council (ITAC), 8:30-10:30 am
Rm 111, Metcalf Bldg.

MT PRRIME - Agency Security Coordinators

As the MT PRRIME team continues its effort to establish and implement the new business software, agencies are being asked to develop security access for their staff. Each agency has identified an individual/individuals to serve as Security Coordinators for this process. Because security is such a significant factor, it is important that everyone know who his or her agency contact(s) is. Following is a list (by Agency, Name, and Telephone) for future reference. Should you have any questions regarding security or access to MT PRRIME modules, please contact them.

Administration	Hank Voderberg	1949
Agriculture	Alan Wintersteen	9562
Arts Council	Carlene Layne	6489
Board of Public Education	Heidi Redman	6576
Commerce	Gary Wulf	4205
Consumer Counsel	Celia Farlan	2771
Corrections	Mary Letang	4235
Crime Control	Tom Murphy	4298
Environmental Quality	Jerry Steinmetz	2070
Fish, Wildlife & Parks	Bill Hangas	3107
Governor's Office	Mary Jo Murray	3111
Higher Education	Mark Bruno	0321
Higher Education	Patty Davis	0352
Higher Education	Debbie Monroe	0350
Higher Education	Laurie Neils	0320
Historical Society	Sharon McCabe	4699
Judiciary	Lisa Smith	2698
Justice	JanDec May	5842
Justice	Karen Nelson	9621
Labor & Industry	Karen Flanagan	2069
Legislative Services	Karen Berger	3064
Livestock	Kathy James	5201
Military Affairs (ISD)	Irvin Vavruska	6870
Montana State University	Donna Palmisciano	5794
Natural Resources	Al Christians	4947
Office of Public Instruction	Bob Morris	3031
PERD	Linda Cuchine	5456
PERD	Roxanne Minnehan	5457
Political Practices	Dulcy Hubbert	2942
Public Health & Human Svcs	Lottie Vosler	1752
Public Service Reg.	Joel Oelfke	6172
Revenue	Larry Logan	3162
School/Deaf & Blind	Don Peterson	771-6036
Secretary of State	Gary Managhan	5370
State Auditor	Bob Meisner	5787
State Fund	Mark Berry	6494
State Library	Linda Miller	3115
Teachers Retirement	Rod Sheppard	3395
Transportation	Robert Cash	7267
University of Montana	Rosi Keller	243-4662
University of Montana	Sylvia Weisenburger	5796

Xpediter for the Mainframe Programmer

ISD will be sponsoring training for Xpediter/TSO and Xpediter/CICS. The Xpediter products have been installed on the State of Montana Mainframe system since 1995. Xpediter/TSO can be used in the batch environment to test and debug COBOL and PL1 programs. Xpediter/CICS can be used to test and debug COBOL and PL1 programs running under CICS. We are currently licensed for Xpediter/TSO release 6.4 and Xpediter/CICS release 7.0.

Some of the product features are:

Xpediter/TSO

- Dynamic file allocation from your execution JCL
- Automaticabend detection
- Review execution in the reverse direction
- Analyze program logic

Xpediter/CICS

- Automaticabend detection
- Analyze program logic
- Interface with AbendAid/CICS
- VSAM File Utility

Three training sessions have been scheduled at the Helena College of Technology:

Training for Xpediter/TSO – held February 9 and then repeated on February 10, 1999 from 9 am to 4 pm. Sign up for only one day of training.

Training for Xpediter/CICS – held February 11, 1999 from 9 am to 4 pm.

You must fill out a State Training Enrollment Application that can be found at the back of this issue and forward it to HCT.

For additional information contact Glen Stroop of Systems Development Support at 444-2943, Outlook/ZIP!, or e-mail at gstroop@state.mt.us.

Report Distribution Update

The September 1998 issue of *ISD News & Views*, announced the immediate availability of a new release (2.1) of DocumentDirect. That article also explained that ISD would be moving to a new release (6.1) of Infopac-RDS. With the new release of RDS, the product has been renamed ViewDirect for MVS. Our target date was "around the first of the year" for the installation of ViewDirect. And while we still do not

have a firm installation date, we are aiming for the first of February 1999. Older versions of DocumentDirect are *not* compatible with the new version of ViewDirect. Therefore, if you are a DocumentDirect user and are still running version 1.4 (or earlier), we strongly recommend that you install version 2.1 by February 1. If you are not sure which version you are running, go into DocumentDirect, click on the **Help** menu, then click on **About DocumentDirect**.

DocumentDirect (2.1) may be downloaded from the Value Added Server (VAS) at `guest\rds\instal21.doc` (MS Word) or `guest\rds\instal21.wpd` (WordPerfect). If you do not have access to the VAS, we can send you the installation instructions via e-mail and make the software available on diskette.

For assistance with the installation of DocumentDirect or ISD's automated report distribution system, contact the following of the Computing Operations Bureau: Dave Smith, 444-2857, ZIP!/Outlook or e-mail at `dasmith@state.mt.us`, Jan Lewis, 444-2901, ZIP!/Outlook or e-mail at `jalewis@state.mt.us` or Diane Haun, 444-3336, ZIP!/Outlook or e-mail at `dhaun@state.mt.us`.

ITMC December Meeting

The Information Technology Managers Council met on December 2, 1998. They approved recommendations in three strategic areas: Desktop Operating Systems, Web Server and Network Operating Systems (see article on page 3)

The group was updated on the MT PRRIME and enterprise e-mail projects and the state's Y2K status. There is a scheduled disaster recovery test in May and agencies were invited to participate.

ISD will be rebidding the PC term contract and asked ITMC for RFP team members. A new contract should be in place by the end of 1999. Work is also being done on the MIS Services contract to provide additional services to state agencies, particularly in the PeopleSoft (MT PRRIME) area.

State Personnel Division staff presented an update on the Competency-Based Pay Plan pilot project and their plans for the future.

Minutes of the meeting are available on the ISD website at <http://www.state.mt.us/isd/groups/ITMC>.

For more information on ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook or e-mail at `wwheeler@state.mt.us`.

The Other Side of the Mouse

For most people, the mouse has become a simple extension of the hand, and is used without much thought for pointing, clicking, or dragging and dropping. But what about the "other" mouse button? You know, that often-ignored button on the other side of your mouse. It's been there the whole time, but what does it do? Maybe you've dismissed it as a feature for "power users." Or maybe you think it's a left-brain right-brain kind of thing, right-click, left-click... what's a surfer to do?

The "other" mouse button makes its mark and brings you powerful shortcuts and features that you'll want to check out no matter which side of the brain, er, mouse you usually use.

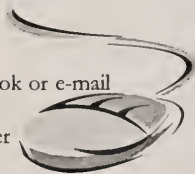
Note: This article, and most Microsoft documentation, refers to "right-clicking." For most right-handed people, the button that is not their primary mouse button is the one on the right side of the mouse. But, if you've switched your mouse buttons in Control Panel, your primary mouse button may actually be on the right side of the mouse, in which case you should press your left mouse button when we say "right-click."

When you right-click something in most Windows applications, the menu that appears is *context-sensitive*, meaning that the commands apply to the item you clicked. You can always close the menu by clicking somewhere else or by pressing the ESC key.

For example, if you are working with a Word document and you right-click, you'll bring up a menu that will allow you to do options that are available to you at that time. If you highlight text and right-click, your options will be to cut, copy, paste, format, paragraph, bullets and numbering, draw table, and define. If you are working in a table when you right-click, you'll bring up a menu with options relating to tables. Try it!

When in doubt, try right-clicking. The "other" mouse button will quickly become part of your daily experience.

This article is reprinted in part from an article written by Gayle Picken from <http://www.microsoft.com/windows/ie/homeuser/monthly/01jan/15artp3.htm>. For more information about this article, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP!/Outlook or e-mail at `ivavruska@state.mt.us`. For user support, contact the ISD Customer Support Center at 444-2000.



Oracle - Designer/2000 (v2.1)

Creating a New Application System

Designer/2000 is an application with multiple tools that is used at different stages of a database system's life cycle. Invoking the launch pad application in a Windows 95 environment (or something very similar) follows these steps:

1. Click the **Start** button.
2. Select **Start|Programs|Oracle Designer 2000|Oracle Designer 2000**. The Connect dialog box should appear.
3. Provide the user name and password required to access the Designer/2000 Repository. If the Repository is located in a remote database server, enter the connect string for that server as defined in your SQL*Net configuration file `tnsnames.ora`.
4. Click **OK** to connect to the Repository.

When connection is established, the Application System dialog box will appear. The list box at the center of the dialog box allows you to select one of the applications you can access and to initialize the Designer/2000 launch pad. You can also create a new application system by entering the name in the text field Application System and clicking **Create**. The launch pad is like a toolbar with different tools organized in groups. The first group contains the Process Modeller, the Entity Relationship Diagrammer, the Function Hierarchy Diagrammer, and the Data Flow Diagrammer. These tools are used for modelling system requirements. The second group contains the Database Transformer and the Application Transformer. These are used when generating Preliminary Designs. The third group is the Design editor used for Designing and Generating. The most important tool is the fourth one, the Repository Object Navigator (RON). From the RON, you can access every other tool and utility of Designer/2000.

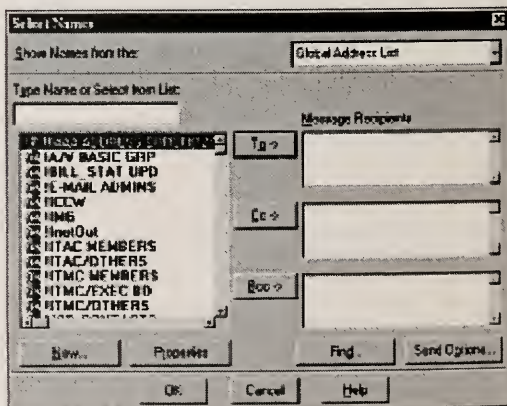
For more information on any of the Oracle applications, contact Steven St. John at 444-2910, ZIP!/Outlook or e-mail at ssjohn@state.mt.us or Barry Fox at 444-5895, ZIP!/Outlook or e-mail at bfox@state.mt.us. Oracle database information can be obtained by contacting Tony Noble at 444-2922, ZIP!/Outlook or e-mail at tnoble@state.mt.us or Tom Rediske at 444-1593, ZIP!/Outlook or e-mail at trediske@state.mt.us.

Outlook 98 - Addressing E-mail

Outlook has built-in features to make addressing e-mail simpler. Outlook automatically checks the names you type in the To., Cc., and Bcc. boxes against the names in the Address Book before you send a message. If an exact match is found, the name is underlined. If multiple names are found that match what you type, a red, wavy line appears under the name. Right-click the name to see the other names found.

If multiple names are found that match what you type, and you have used the address before, the name you previously chose is underlined with a green, dashed line to remind you that there are other choices. Right-click the name to see the other names found.

You can also address mail the same way you were used to in ZIP!Office. Click on the To: button and start typing the recipient's last name in the "Type Name or Select From List:" box. Once the name is highlighted, click on To, and then OK. If you need to select more than one recipient, type in the user's name and once highlighted, press the Enter key. This will select the person's name but also leave it highlighted on the left-hand side so you can type in the next person's last name. This saves you the step of clicking on the To key, then highlighting the user's name in order to select the next recipient.



For questions about this article contact Sue Skuletich of End User Systems Support at 444-1392, Outlook/ZIP!, or e-mail at sskuletich@state.mt.us. If you have any Outlook problems please contact the ISD Customer Service Center at 444-2000.

Get the Fax

If you are currently using your computer to send and/or receive faxes, you should know that WIN 95's Microsoft Fax add-on is **not** a part of the WIN 98 setup. That's not a problem if you are already running WIN 95 and have the fax program installed, it will still work when you upgrade to WIN 98. If you're upgrading from Windows 3.1, installing WIN 98 on a blank hard drive, or buying a new computer with WIN 98, you'll have to hunt for the fax software on the WIN 98 CD-ROM and install after WIN 98 is installed. There are places that it can be found on the WIN 98 CD-ROM:

setup.exe may be in the **Tools/OldWin95/Fax** folder.

awfax.exe may be in the **Tools/OldWin95/Message/Us** folder.

When you find the proper file to install the Windows Fax program please take the time to read the *.txt file (if available) for the latest install instructions. Your computer needs to be running Exchange, Windows Messaging, or Outlook (but not Outlook Express) for Microsoft Fax to function.

This article was taken in part from *PC World Today*. If you need help or have any questions on this article please contact Carl Haller of End User System Support at 444-2072, Outlook/ZIP!, or e-mail at challer@state.mt.us. For operating system questions, please contact your agency support staff, operating systems Help Feature, or the ISD Customer Support Center at 444-2000.



PowerPoint Made Easy!

Presentation Tip - Arrive early

Many presenters get a jump-start on the presentation by showing up early and meeting and assessing as many members of the audience as possible. This offers several advantages.

- A better connection with the audience (learn some names)
- Lets the speaker assess where the audience is (better directed message)
- Learn audience expectations (head off problems)
- Tears down the we vs. they barrier (creates better communication)

Production Short Cuts

Last month we created a custom presentation design. This month we'll review several time savings production shortcuts.

Duplicate Slide. This is a great time saving feature of PowerPoint. Let's say you create a bulleted slide and you end up with too much text for one slide. Instead of cutting and pasting the text, or worse yet, re-entering the information, simply **Insert|Duplicate Slide**. Then delete the extra bullets from the first slide and then edit the second slide as needed and maybe put a "continued" notation on the second slide. An even faster shortcut is to use **Alt/I/D** on the keyboard.

New Slide, Same Layout. You finish a slide and need to create the next one with the same layout. You have lots of choices: 1. **Insert|New Slide**, then choose the autolayout. 2. Click on the **New Slide** icon and choose autolayout. 3. **Ctrl|M** then select autolayout. Or, and this is really fast, simply use the keyboard **Ctrl|Shift|M**. This brings up a slide of the same format you are using and bypasses the autolayout.

Formatting Table Fonts. Whenever you add a table slide to your presentation it brings up the default grid with a maximum of 30 columns and 7 rows. The default is a 32-point font. Changing the font size is easy but changing the row height gets a little tricky because the default row height is set as **exactly 42.4 pt**. Changing the font size just makes smaller type in the same size box. A great shortcut is to set the row height to **Auto** under **Table|Cell Height and Width|Height of Row**. Then when you change the font size the row height will adjust automatically. Another shortcut to adding rows is to put the cursor in the bottom right cell and hit the tab key. Add more rows by continuing to hit the tab key. To add/delete a column you still have to place the cursor in a cell, **Table|Select Column** then **Table|Insert** or **Delete Columns**.

Multiple Graphs. When you have several graphs with similar data, a great shortcut is to 'tweak' the first one with fonts, font sizes, axis labels, bar colors etc., then duplicate the slide and change the data in the datasheet. All other formatting will remain. You can add columns simply by adding data in a new column. Deleting the column in the datasheet gets reflected on the graph.

For more information on this article contact Trapper Badovinac of the Policy, Development & Customer Relations Bureau at 444-4917, ZIP!/Outlook or e-mail at tbadovinac@state.mt.us. For user support, contact the Customer Support Center at 444-2000.

Excel 97

Quickly filling a range with a series of values and dates

One task common to almost every worksheet is creating a series of labels for columns and rows. If you're creating a five-year budget model for your business, you don't want to spend the first hour manually entering column labels by month and date. Instead, you can save time by letting Excel fill in the serial column and row labels for you.

The magic fill handle

When you want to create a simple ascending or descending series of dates or values, you simply enter the first value in your series into the first cell of your range. Then, you select that cell and move the cursor over the fill handle—the small black square in the bottom-right corner of the selected cell.

When the cursor changes to a large black cross, just drag down or to the right for an ascending series or drag up or to the left for a descending series. Excel fills in the values when you release the mouse.

To demonstrate how this technique works, just open a new worksheet and move the cursor to cell B1. Then, type 4/97 and press [Enter]. When you do, Excel assumes that you want to enter a date and displays **Apr-97**. Now, reselect B1 and move the cursor onto the fill handle in the bottom-right corner of the cell.

When the cursor changes to a black cross, drag the mouse pointer to cell N1 and release the mouse button. Excel will respond by filling in the range B1:N1 with the date labels **May-97, Jun-97, Jul-97, Aug-97**.

By the way, we refer to the dates in the series as labels because we're labeling the columns in our worksheet. However, Excel actually enters a date value corresponding to the first day of the month.

Entering formatted values

Excel doesn't limit you to using numbers or dates in your fill series. You can also enter a custom label in each cell. As long as the first cell in your series contains a numeric or date value that Excel can increment or decrement, you can customize your series with any text you like. For example, suppose you enter **Salesperson 1** in a cell, select that cell, and then drag the fill handle down. When you release the mouse button, Excel will fill those cells with the strings **Salesperson 2, Salesperson 3, Salesperson 4**, and so on.

By default, Excel always makes such changes in units of 1. However, you can override that default by entering changes in adjacent cells, then selecting both cells before you drag the fill handle. To illustrate, enter 5 in one cell and 10 in the cell below it. Then, select those cells and drag the fill handle down. This time, Excel will create a series in increments of 5 in the form **5, 10, 15, 20, 25**, etc.

For more information concerning this article, contact Heidi Mann of End User Systems Support at 444-2791, Outlook/ZIP!, or e-mail at hmann@state.state.mt.us. For support on Excel 97, please contact your agency support staff, or ISD Customer Support at 444-2000.

This article was originally published by ZD Journals "Inside Microsoft Office 97", By Stuart Vessels.

Copying Formats

Often, people see text that is formatted the way they want and they want to apply the same look to text elsewhere in their document. This can be achieved with two different features in Word.

Format Painter

When the formatting you wish to copy is character-based, the best feature to use is called the **Format Painter**.

- Find the text with the formatting you wish to copy and insert the cursor in that text.
- Click **Format Painter**. A paintbrush appears next to the cursor.
- Click the word or select the block of text with the formatting that you want to copy.

Tip: If you double-click **Format Painter** in step 2, you can copy formatting multiple times. Click **Format Painter** again or press ESC to turn the feature off.

If you have any questions about this article, contact Mike Moller of End User Systems Support at 444-9505, ZIP!/Outlook or e-mail at mmoller@state.mt.us. For support on Word 97, contact the ISD Customer Support Center at 444-2000.



Word97 - Adding a Watermark

A watermark is a faint background image that shows up behind the text or other images in your document. You can watermark your documents with your name, department logo, product-specific brand, or some other icon:

1. Select **View|Header and Footer** to open the Header And Footer toolbar.
2. Click the **Show|Hide Document Text** button on the Header And Footer toolbar. (This step is not mandatory, but seeing the full page, without the document's text, may be useful.)
3. Select **Insert|Picture** to get a selection of graphics choices. Office 97 provides some clip art and word art options, or you can insert an image that you've created or saved in your own files.
4. Select the image, insert and click OK, then use your mouse to drag the image to where you want it to appear on the page. Remember, the image will fade into the background once you exit the Header and Footer screen, so don't worry if it appears too bright or bold.
5. Click **Close** on the Header and Footer toolbar. Your document now has a watermark that will appear on every page.

If you want to edit or move the watermark, select **View|Header and Footer** to redisplay the Header and Footer screen, and then make the changes.

If you use clip art or import an image, you may find that wherever the image extends into the document, the document text wraps around it rather than overlaps it. To correct this, display the Header and Footer screen, right-click the image, and select the **Format** item option from the menu. From the dialog box that opens, choose the **Wrapping** tab, and select **None** from the top row, then click OK. The image should now appear under the text instead.

For more information about this article contact Jerry Kozak of End User Systems Support at 444-2907, Outlook/ZIP!, or e-mail at jkozak@state.mt.us. For user support try the Office Assistant/Help in Word or call the ISD Customer Support at 444-2000.

Microsoft Internet Explorer Bug

If you're running Internet Explorer, version 3.02 for Windows 95 or Windows NT 4.0, and you visit a Web site that tries to load a Java program, you may get this error: "IEXPLORE caused an invalid page fault in module MSJAVA.DLL at 137:7c025b57." The problem may be that the Java virtual machine (VM) byte code verifier isn't working. To get the updated version of the VM, go to www.micorsoft.com/java.

This article was taken from *PC World Online*. If you have any questions about this article please contact Brian Clark of End User System Support at 444-0751, ZIP!/Outlook or e-mail at brianc@state.mt.us.



Windows Freebie - BCWipe

ZDNet and Jetico, Inc. have made a free Windows utility available. Need to remove sensitive data from your computer? Many people don't realize that deleting a file doesn't actually erase it; it just removes references to its location on your system. The file is still there and can usually be restored with a good disk tool. When you want to make sure all traces of a file are really gone, you need a program like BCWipe. This freeware utility hooks into the Explorer right-click context menu to help you get rid of files permanently. Files and folders can be wiped clean and deleted with just a few clicks. Two modes of wiping are provided: Normal standard wiping (in which the user defines the number of passes) and U.S. Department of Defense seven-pass, extended-character rotation wiping. BCWipe also lets you clean all free space on your hard drive(s) as well as shred the contents of the Windows swap file. If you need an easy, and inexpensive way to delete data forever, check out BCWipe. System Requirements: Windows 95, 98, or NT.

If you would like a copy of the BCWipe files, copy them from the Value Added Server (VAS) at `\guest\windows\win95\addons\bcwipe`. If you do not have access to the VAS, contact Irv Vavruska of End User Support at 444-6870, Outlook/ZIP!, or e-mail at ivavruska@state.mt.us.

Electronic Document Management and Imaging

Centralized Imaging Service

The ITMC EDMIS (Electronic Document Management and Imaging Services) Subcommittee has been working to develop a proposal for a centralized imaging service for use by all state agencies. Some agency imaging projects become much more feasible with a central system. Two major services are proposed to be offered by implementation of the centralized system. First is an on-line server and storage that will provide document management capabilities and access to agencies stored images. The second is a backlog conversion system where agencies can convert their paper, microfiche, or microfilm documents to an electronic format. These documents would then be stored on various media, including magnetic, optical, or CD-ROM. The system is designed to be very scalable and will be capable of growing with future demand.

Initially, the primary service of the central system will be the scanning and conversion of paper documents into electronic format. Agencies will have access to an on-line server, and their own storage area on that server. It is planned to eventually have a scan operation center set up at the Records Management Bureau of the Secretary of State's office where agencies can bring their documents to be scanned. Agencies will also have the choice of borrowing the portable scan operation or purchasing their own equipment, and scanning the documents themselves at their office.

It is proposed that the following functions and services of the central system be made available by ISD and/or KPMG, the states imaging services vendor.

- feasibility studies
- return on investment
- workflow analysis
- modeling
- Business Process Re-engineering
- forms analysis and design
- hardware installation and maintenance
- software installation, updates, and maintenance
- database administration
- custom application development
- Internet/Intranet interface development
- backup, security, and disaster recovery
- operational support

To date, two agencies have verbally agreed to use the centralized imaging system. ISD developed a cost recovery structure, and preliminary costs are being estimated. The recovery model is based on number of users (50%) and amount of central system storage (50%). Cost to each agency in the proposed model will depend on the number of participating agencies.

For more information contact Brett Boutin of the Policy, Development & Customer Relations Bureau at 444-0515, ZIP!/Outlook or e-mail at bboutin@state.mt.us.

Windows 98 - Want to see double?

In Windows 98 by default, when you double-click a folder icon, the result is a single-paned window displaying its contents. Wish you could open a folder directly to a two-paned view, Explorer-style? Right mouse click that folder, select Explore, and Windows Explorer jumps into action.

If you have already opened a folder in a single-paned window, and now you'd like to change to two panes, don't waste time closing the window and then reopening it. You can make the switch from within the window. Right-mouse-click the icon at the far left edge of its title bar and select Explore. Windows Explorer appears on-screen with a two-paned view of the folder's contents!

These tips are adapted from www.tipworld.com. For more information about this article, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP!/Outlook or e-mail at ivavruska@state.mt.us. For user support, contact the ISD Customer Support Center at 444-2000.

Media Based Training (MBT)

Oracle is a relational database management system for many computer platforms. ISD has a series of MBT training programs for Oracle. This month we review the Designer 2000 series.

A VCR or Multi-Media PC is needed. Most of the courses are delivered on video as well as multi-media CD, some are only available on CD ROM. The information is presented in a very professional manner using various teaching methods including diagrams and real life examples. The accompanying workbook provides the course in written form and after each section quizzes you on what has been covered.

Sign up. Contact Shawndelle Semans at 444-2700, ZIP!/
Outlook or e-mail at ssemans@state.mt.us. She will need
your name, phone number, address, Agency and how
you like to receive the course. See below.

How do I get the course? You can pick up the course
in Room 222 of the Mitchell Building. It can be dead-
headed (interoffice mail) or mailed to you.

How Long? The checkout period for each course is
two weeks. If you can't complete the course in two weeks
and if there is no one on the waiting list, we can usually
extend the checkout period for another two weeks.

What's Available? The course description of each
course can be found on the VAS at `guest\training\`
`CT_Video\T3_VAS.rtf`. If you are an Approach user
you can check on the current availability of any course
by accessing the read-only file on the VAS at
`guest\training\CT_Video\videodb.apr` (password
Montana).

How Much? There is no charge.

Who is eligible? Any state employee.

Designer/2000: Forms Design and Generation

Description: Participants will learn to use
Designer/2000 to design and generate a De-
veloper/2000 form-based application sys-
tem. Using advanced graphics and extensive software
simulation, participants will study the essential design
tasks, from creating an initial application design to gen-
erating complex form application code.

Course Objectives

- Learn the principles of how a Designer/2000 screen
module relates to a generated form Build and gener-
ate modules using the Application Design Wizard, the
Module Data Diagrammer and the Forms Generator
- Use the Module Data Diagrammer to control block
and item placement and display characteristics
- Use the Forms Generator preferences, the Preferences
Navigator and Template Forms to control and stan-
dardize the look and feel of the generated interface
- Learn where and how to define the rules and objects
that cause the Forms Generator to create complex code
- Reverse-engineer existing forms and "regenerate"
forms that have been modified

System Requirements

- IBM PC or equivalent
- 486 processor or higher
- 8MB RAM minimum

- 10KB hard disk space
- MS-DOS 5.0 and MS-Windows 3.1 or higher
- SVGA display (256 color)
- CD-ROM 300 MS or higher

Audience: Application developers who will be using
Designer/2000 to create the client-side part of applica-
tions. Project leaders may also benefit from the global
overview of terminology, tasks, processes, tools, require-
ments, and project flows.

Prerequisites: One and three years of experience in
application design. Knowledge of Developer/2000
Forms functionality will be necessary. Some experience
using C.A.S.E. tools may be helpful.

Topics Include: Forms and Modules; Building Mod-
ules; Using the Generator; Promoting Look and Feel
Generator Preferences; Templates; Controlling Layout;
Block Placement and Layout; Items; Generating Code;
Reference Data; Restriction and Validation;
Derivations and Summaries; Module Navi-
gation; Processing Existing Forms; Design
Recover; Regeneration.

Course Duration: 20 hours

Designer/2000: Model Business Systems

In this course, participants will learn how to
use Developer/2000 to perform a complete
analysis of a business. Using advanced graphics and ex-
tensive software simulation, participants will be guided
through the essential business modeling tasks, from pro-
cess modeling to prototyping databases and generating
application code.

Course Objectives

- Understand the reasons for modeling business systems
- Review the fundamentals of Designer/2000 architec-
ture and tools
- Model business organization structures and processes
using the Process Modeller
- Use the Function Hierarchy Diagrammer to model the
hierarchical structure of business functions
- Analyze data requirements
- Use the Entity Relationship Diagrammer and the Re-
pository
- Object Navigator to create a detailed entity model of
the business
- The Dataflow Diagrammer and the Matrix
Diagrammer tie functions and processes to entities
- Create fully functional prototypes of your system

System Requirements: Same as above



Audience: System analysts who will be using Designer/2000 to model business systems. Project leaders may also benefit from the global overview of terminology, tasks, processes, tools, requirements, and project flows.

Prerequisites: One and three year's experience in business or systems analysis. Some experience using C.A.S.E. tools may be helpful.

Topics Include: Approaches to Business Analysis; How Designer/2000 Works; Modeling Business Processes; Modeling Structures and Processes; Developing Function Models; Modeling Business Data Needs; Developing Entity Relationship Models; Completing Your Business Models; Establishing Business Direction; Modeling Dataflows; Cross-referencing; Prototyping Your Models; Prototyping Data; Prototyping Processes

Course Duration: 20 hour

Designer/2000: Server Design and Generation

In this course, participants will learn to use Designer/2000 to design a database with server-based application logic. Using graphics and software simulation, participants will study the essential design tasks, from creating an initial database design to generating database objects.

Course Objectives

- Understand the reasons for database design
- Review the fundamentals of the Designer/2000 architecture and tools
- Transform an entity model into a first-cut design of database tables
- Use the Database Design Wizard to map entities, attributes and relationships to tables, columns and key constraints
- Use the Data Diagrammer and Repository Object Navigator to create indexes, sequences and views
- Use the Module Logic Navigator and the Module Structure Diagrammer to build packages, procedures, functions and database triggers
- Use the Server Generator to create SQL scripts to build database objects and compare object definitions with those in the database

System Requirements: Same as above

For more information contact Trapper Badovinac of the Policy, Development & Customer Relations Bureau at 444-4917, ZIP!/Outlook or e-mail at tbadovinac@state.mt.us.

Oracle Channel Training

Oracle will discontinue the Oracle Channel Training program on May 31, 1999. Please watch the schedule carefully and plan your training accordingly.

January

- 5 PL/SQL I: Coding Techniques
- 6 PL/SQL II: Database Level Application Programming
- 7 PL/SQL8 New Features
- 12 Oracle7 Introduction to Oracle Certification Primer **NEW**
Oracle7 Database Admin Certification Primer
- 13 Oracle7 Backup and Recovery Certification Primer **NEW**
Oracle7 Performance Tuning Certification Primer
- 14 Using Oracle8 Replication
- 19 Oracle8 Architecture and Startup
- 20 Oracle8 Architecture and Startup
- 21 Oracle8 Networking Strategies
- 26 Introduction to Data Warehousing
- 27 Planning for a Successful Data Warehouse
- 28 Data Warehousing Fundamentals for DBAs

February

- 2 Financial Applications Release 11 New Features
- 3 Manufacturing Applications Release 11 New Features
- 4 Object Technology Essentials
- 9 Developer/2000 Release 2 New Features
- 10 Developer/2000 Tuning
- 11 Introduction to Oracle Web Application Server
- 16 Oracle8 Data and Security Management
- 17 Oracle8 Backup and Recovery Strategies
- 18 Oracle8 Performance Tuning Strategies
- 23 Oracle7 Introduction to Oracle Certification Primer
Oracle7 Database Administration Certification Primer
- 24 Oracle7 Backup and Recovery Certification Primer
Oracle7 Performance Tuning Certification Primer
- 25 Discoverer 3: Analyze Your Data Requirements

March

- 2 SQL I: Retrieve Data
- 3 SQL II: Define and Manipulate Data
- 4 SQL Statement Tuning
- 9 Oracle8 Architecture and Startup
- 10 Oracle8 Architecture and Startup
- 11 Oracle8 Networking Strategies
- 16 Developer/2000 Fundamentals
- 17 Developer/2000 Deploy Web-based Applications
- 18 Financial Applications Release 11 New Features
- 23 Designer/2000 Release 2 New Features
- 24 Designer/2000 Generate Oracle WebServer Applications
- 25 Manufacturing Applications Release 11 New Features
- 30 PL/SQL I: Coding Techniques
- 31 PL/SQL II: Database Level Application Programming

A description of each class can be found on the Oracle website at <http://education.oracle.com/education/toc>. Because class material has to be ordered you must register at least two weeks before the scheduled class date. Please contact Barbara Clark at 444-0846, ZIP! Outlook or e-mail at baclark@state.mt.us.

End User Computer Security Training

This is a two-hour seminar that covers the following:

- network security
- laws, rules, and policies
- login IDs and passwords
- viruses, hoaxes, and chain letters
- proper use of e-mail and the Internet
- user responsibilities

The training is held the third Thursday of each month.

Date: Thursday, January 21

Time: 8:30-10:30 am

Location: Room 13, Mitchell Bldg.

For registration or more information, please contact Lois Lebahn (llebahn@state.mt.us) or Kim Ingwaldson (kingwaldson@state.mt.us) of ISD at 444-2700.

Microsoft 97 Courses Revamped

The HCT has revamped the non-credit Microsoft 97 workshops listed below. Call Lee Suttorp with questions, 444-6821.

- Introduction to Word 97
- Intermediate Word 97
- Advanced Word 97
- Word 97 or Excel 97 Conversion
- Introduction to Excel 97
- Intermediate Excel 97
- Advanced Excel 97

Training Calendar

Schedule assembled by the Helena College of Technology of The University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at HCT, 1115 N. Roberts.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training.

Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or dead-head an enrollment application to

State Training Center, HCT
Helena, MT 59601

If you have questions about enrollment, please call 444-6821.

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. HCT is also willing to schedule specific classes by request from state agencies.

State Training Calendar

Database Classes	PREREQ	DATE	COST	DAYS
Intro to Oracle	Intro to Windows	Jan 26-27	200.00	2
Discoverer 3.0	Windows 95	Jan 20	100.00	1
Intro to SQL	Intro to Oracle	Feb 2-3	200.00	2
Oracle Developer 2000, part I	Intro to Oracle & SQL	Feb 17-19	**342.20~	3
PL/SQL	Intro to Oracle & SQL	Mar 16-17	200.00	2
Oracle Developer 2000, part II	Oracle Dev. I & PL/SQL	Mar 30-Apr 1	**300.00	3
Oracle Designer	Oracle Dev. I; PL/SQL recomb	April	**536.95~	5
Access 97	Windows 95	Feb 4-5	200.00	2
Visual Basic for Applications	Access 97	Jan 14-15, Mar 24-25	200.00	2
Query/Crystal Reports	NA	Jan 21-22	150.00	1 1/2

Data Network/Mainframe Classes

NetWare 4.1	NA	Feb 22-26	575.00~	5
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Microcomputer Classes

Windows 98 Conversion	familiar with Windows	Mar 11 am	50.00	1/2
Windows 95 Conversion	familiar with Windows	Jan 12 am, Feb 5 am, Mar 4 am	50.00	1/2
Windows 95	N/A	Feb 1, Mar 1	100.00	1
Word 97 Conversion	Windows 95	Jan 12 pm, Feb 8 am, Mar 4 pm	50.00	1/2
Intro to Word 97	Windows 95	Jan 13, Feb 4, Mar 5	100.00	1
Intermediate Word 97	Intro to Word 97	Jan 21, Feb 15, Mar 18	100.00	1
Advanced Word 97	Inter Word 97	Jan 25, Feb 26, Mar 23	100.00	1
Excel 97 Conversion	Windows 95	Jan 28 pm, Feb 16 am, Mar 12 am	50.00	1/2
Intro to Excel 97	Windows 95	Jan 19, Feb 12, Mar 8	100.00	1
Intermediate Excel 97	Intro to Word 97	Jan 22, Feb 17, Mar 15	100.00	1
Advanced Excel 97	Inter Excel	Jan 29, Feb 23, Mar 26	100.00	1
PowerPoint 97	Windows 95	Feb 18-19	200.00	2
Internet	Windows 95	Mar 22 pm	50.00	1/2

Prerequisites may be met with consent of Instructor.

**The Oracle Designer and Developer class fees are recovered through the monthly data network rate and paid for by ISD.

State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

Course Data

Course Request _____

Date Offered _____

Student Data

Name _____

Soc. Sec. Number (for P/P/P) _____

Agency & Division _____

Mailing Address _____

Phone _____

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

Billing Information/Authorization Mandatory

LogonID _____ Agency# _____ Authorized Signature _____

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager _____

Training is needed for

- ☐ Agency Oracle Developer
- ☐ Continuing education opportunity (Agency will be billed for training.)
- ☐ Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

DeadHead completed form to

State Training Center, Helena College of Technology of the U of M
Phone 444-6800 FAX 444-6892

Editor's Notes



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- ISD Box #, Deadhead or Mail
- www.state.mt.us/isd/current/news/index.htm
- ISD's Value Added Server/guest/N&V

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